

VILLAGE OF BUFFALO GROVE

POSITION TITLE: PLANNER I
DEPARTMENT/DIVISION: COMMUNITY DEVELOPMENT
FLSA STATUS: NON-EXEMPT



NATURE OF WORK

This is highly responsible technical position. Successful candidates for consideration will demonstrate a solid foundation in planning principles and practices, particularly in the area of current planning (rezoning, subdivision, planned developments and special use permit review) and possess a Bachelor's degree (Master's and AICP certification is preferred) and a minimum of 2-4 years of progressively responsible planning experience in a municipal setting. They will have excellent communication (written and verbal) skills, and a strong commitment to providing excellent customer service. The successful candidate will be a proven self-starter with a strong enthusiasm for the profession, possess excellent organizational skills, and the ability to balance a multi-project workload.

Work involves a variety of tasks concerning the Village's municipal planning and economic development program including site plan and building permit review, research, analysis, and support for the activities of the Community Development Director, Principal Planner and the Community Development Department. Assignments include collection, analysis and presentation of information concerning land use, housing, demographics, economic development and zoning and development regulations.

Work includes providing planning services and support to various Village departments and other agencies as directed by the Principal Planner and Community Development Director.

The Planner I is expected to complete assignments with considerable independence and with minimal direct supervision. Work performance is evaluated through periodic conferences and review of progress on assigned tasks, and assessment of results upon completion of specific assignments.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Researches, compiles and analyzes a variety of land use, socioeconomic, demographic, housing and other data for the preparation of reports and presentation graphics for planning projects and issues; assists in the preparation and maintenance of the Village's comprehensive plan; participates in the development review process and drafting of ordinances for specific projects.

Reviews site plans and building permit plans for compliance with applicable zoning, signage, subdivisions, landscaping, and other development codes. This process may include a "sign-off" prior to permit issuance and inspection to insure compliance prior to occupancy.

Provides significant input and/or contributes to the development of departmental policies and procedures, and occasionally contributes to the development of policies that affect other departments.

Provides staff support to committees as assigned; assists in the preparation of meeting agendas and packets; prepares and presents staff reports; attends meetings (some nightly) and participates in discussions to provide technical assistance on various projects; prepares minutes of committee meetings as necessary; and conducts research and compiles reports as required by committees.

Attends meetings and monitors programs and activities of other agencies and organizations involved in regional planning and development issues; answers inquiries and provides information regarding planning services and procedures to developers, the public, and others.

Participates in the development and maintenance of the Village's GIS (geographic information system), related databases, and other planning technologies. Cooperates with other departments concerning GIS applications and training of Village personnel in the use of the GIS system.

Assists in preparing brochures for developers and citizens outlining and explaining the Village's development process and promotes development opportunities.

Other Duties as assigned

PHYSICAL AND ENVIRONMENTAL WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office environment. Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as but not limited to a, personal computer, calculator, copier, and fax machine.

While performing the duties of this position, the employee is regularly required to reach with hands and arms. The employee frequently is required to sit; stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls and talk and hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

REQUIREMENTS OF WORK

Graduation from an accredited four-year college or university with major course work in urban planning or a related field and 2-4 years of experience in urban planning or related field. Must possess and maintain in good standing a valid Illinois Class D driver's license. A Master's Degree and American Institute of Certified Planners (AICP) certification is preferred. The Village of Buffalo Grove offers a competitive benefits package including health, vision and dental insurance and a pension plan. The salary range for the position is \$61,674.08 – \$91,913. Starting salary will be DOQ.